

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

February 21, 2023

Call to Order: Meeting called to order at 6:13 PM by Danielle Berchtold. In attendance were Trustees - Sue Legg, Jerry Ward, Donna Shofkom, and Director – Tracy Savard. Excused - Garry Christensen, Gina Hernandez, Perry Pierce

Announcements:

1. 2023 Meeting Dates: Mar 21, Apr 18, May 16, Jun 20, Jul 18, Aug 15, Sep 19, Oct 17, Nov 21, Dec 19

Agenda/Minutes:

Agenda and January Minutes were adopted by the Board.

Updates:

1. **Treasurer's Report** – \$10,000 from an estate has been received. Sue suggested that the Board purchase something with some of the money to recognize the donor's gift. Murphy Grant funds in the amount of \$3,025 were received in January, and a bill for the roof repair was approved to be paid. See Maintenance Report for further details.
2. **Maintenance Report** – Library roof repairs were completed on February 11, 2023. Mice are still an ongoing issue, with traps being a current method of control. For additional details, see submitted Maintenance Report.
3. **Friend's Report** – No report this month.
4. **Director's Report** – Tracy reported that current Stats reports show all numbers are on the rise, and up from previous months. There will be a focus towards an increase in advertising for Nola & Ollie Therapy Dog Program in March, with a special story time/craft accompanying their visit. Yoga attendance is growing with each session. There has been discussion around beginning a Teen Reading Program – new hire, Melissa, may do well to lead this new programming. There is also a plan to meet with Apalachin Elementary School principal to discuss further Library involvement with the school. Tracy also plans to review policies and develop a new Employee Handbook. There is a potential for programming with the Erie Canal Museum, details to come.

Old Business:

1. **Tech Station** – The Friends group may utilize funds to purchase a new tech station for the Library. They are working with the Library Director on the specifics.
2. **Sexual Harassment Training Completion** – Some Trustees still need to complete the Sexual Harassment Training. Completion of this training can be reported to Secretary, Gina for tracking.

3. **2022 Annual Report Approval** – Donna made a motion to approve the 2022 Annual Report, Jerry seconded. Vote to approve was unanimous.
4. **“Thank You” for C. Sorber** – A potential vendor for plaque/trophy, as well as a recognition proposal, was provided by Gina. Trustees discussed moving forward with both. A subcommittee will help to plan the recognition event at the Library. A possible date for this reception will be March 30th, 2023 6:00 – 7:00pm. When date and details are finalized, this will be shared with the public by Tracy in the March newsletter.

New Business:

1. 90 Day Director Evaluation – This evaluation is set to move forward, with Donna leading and Sue volunteering to assist. Forms for the evaluation were sent to Trustees and Tracy, prior to meeting. These should be completed by Trustees and staff members by the April/May Board meeting.

Period for Public Expression

Executive session – Not needed this month

Items for Future Meetings - None

Meeting Adjourned: Meeting was adjourned at 7:09 pm.